



Condominium Plat, Lot Tie

Plan Review Application Checklist

A PRE-SUBMITTAL MEETING IS REQUIRED PRIOR TO THE SUBMITTAL OF THE MAP FOR PLAN REVIEW. THE APPLICANT SHALL CONTACT THE RECEPTIONIST TO SCHEDULE THE PRE-SUBMITTAL MEETING WITH THE PLAT COORDINATOR AT 480-312-7000.

Official Use:

Staff Contact: _____

Phone: _____

Email: _____

OK to Submit: ☐ Staff signature _____

Reviewers: *(The City's project coordinator's signature is required in order to submit this application.)*

- ☐ GIS
- ☐ Maps
- ☐ Survey
- ☐ Planning

Project Name:

Property's Address:

A.P.N.:

Property's Zoning District Designation:

Application Request:

Owner:

Applicant:

Company:

Company:

Address:

Address:

Phone:

Fax:

Phone:

Fax:

E-mail:

E-mail:

Submittal Requirements: Please submit materials requested below. All plans must be folded.

- ☒ **Completed Application (this form) and Application Fee- \$_____** (fee subject to change every July)
- ☐ **Narrative**-describing nature of request
- ☐ **ALTA Survey – No older than 30 days.**
- ☐ **Commitment for Title Insurance – No older than 30 days, and shall include complete Schedule A and Schedule B.**
- ☐ **Policy for Appeal of Required Dedications or Exactions**
- ☐ **4 copies of the Condominium plat map or Lot Tie Land Division Map - (24" X 36")**
- ☐ **CD of Final Plat**
- ☐ **Affidavit of Authority to Act for Property Owner, Letter of Authorization and signature below**
- ☐ **Request for Site Visits and/or Inspections form**
- ☐ **Covenants, Conditions, & Restrictions (CC&Rs)**
- ☐ **Other**

Please indicate in the checkbox below the requested review methodology (please see the descriptions on page 2):

- ☐ **Enhanced Application Review:** I hereby authorize the City of Scottsdale to review this application utilizing the Enhanced Application Review methodology.
- ☐ **Standard Application Review:** I hereby authorize the City of Scottsdale to review this application utilizing the Standard Application Review methodology.

Owner Signature

Agent/Applicant Signature

Planning and Development Services Department

7447 E. Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-2500 ♦ Fax: 480-312-7088



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Review Methodologies

The City of Scottsdale maintains a business and resident friendly approach to new development and improvements to existing developments. In order to provide for flexibility in the review of Development Applications, and Applications for Permitting, the City of Scottsdale provides two methodologies from which an owner or agent may choose to have the City process the application. The methodologies are:

1. Enhanced Application Review Methodology

Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statutes, the Enhanced Application Review method is intended to increase the likelihood that the applicant will obtain an earlier favorable written decision or recommendation upon completion of the city's reviews. To accomplish this objective, the Enhanced Application Review allows:

- the applicant and City staff to maintain open and frequent communication (written, electronic, telephone, meeting, etc.) during the application review;
- City staff and the applicant to collaboratively work together regarding an application; and
- City staff to make requests for additional information and the applicant to submit revisions to address code, ordinance, or policy deficiencies in an expeditious manner.

Generally, the on-going communication and the collaborative work environment will allow the review of an application to be expedited within the published Staff Review Time frames.

2. Standard Application Review Methodology:

Under the Standard Application Review, the application is processed in accordance with the Regulatory Bill-of-Rights of the Arizona Revised Statutes. These provisions significantly minimize the applicant's ability to collaboratively work with City Staff to resolve application code, ordinance, or policy deficiencies during the review of an application. After the completion the city's review, a written approval or denial, recommendation of approval or denial, or a written request for additional information will be provided.

The City is not required to provide an applicant the opportunity to resolve application deficiencies, and staff is not permitted to discuss or request additional information that may otherwise resolve a deficiency during the time the City has the application. Since the applicant's ability to collaboratively work with Staff's to resolve deficiencies is limited, the total Staff Review Time and the likelihood of a written denial, or recommendation of denial is significantly increased.

Required Notice

1. Pursuant to A.R.S. §9-836, an applicant may receive a clarification from the City regarding interpretation or application of a statute, ordinance, code or authorized substantive policy statement. A request to clarify an interpretation or application of a statute, ordinance, code, policy statement administered by the Planning, Neighborhood and Transportation Division shall be submitted in writing to the One Stop Shop to the attention of the Planning, Neighborhood & Transportation Administrator or designee. All such requests must be submitted in accordance with the A.R.S. §9-839 and the City's applicable administrative policies available at the Planning, Neighborhood and Transportation Division's One Stop Shop, or from the city's website: <http://www.scottsdaleaz.gov/bldgresources/forms>.

Planning, Neighborhood and Transportation Division
One Stop Shop
Planning, Neighborhood & Transportation Administrator
7447 E. Indian School Rd, Suite 105
Scottsdale, AZ 85251

Planning and Development Services Department

7447 E. Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-2500 ♦ Fax: 480-312-7088